

# Application for a Scrap Metal Licence



## SECTION 1 (for ALL applicants)

Please indicate the type of licence you are applying for (please tick):

A site licence  (please complete sections 1, 2, 3, 5, 6, 8 and 9)

A collectors licence  (please complete sections 1, 2, 4, 5, 6, 8 and 9)

Are you applying as (please tick):

An individual  A company  A partnership

Please state your trading name:

Is this application for a grant of a new licence or a renewal (please tick the relevant box):

Grant of a new licence  Renewal of an existing licence

If 'Renewal' please provide your existing licence number:

## SECTION 2 Permits, registrations and licences in force

Please provide details of any relevant environmental permit, exemption or registration (such as a scrap metal dealer or a motor salvage operator) in relation to the applicant:

Type: Identifying number: Date of issue:

Type: Identifying number: Date of issue:

*Continue on a separate sheet if necessary*

Please provide details, including licence number, of any other scrap metal licence issued by any authority to the applicant within the last 3 years (please continue on a separate sheet if necessary):

Have you ever had an application for a site licence or collectors licence refused / revoked by another local authority Yes/No

If yes then please provide details of the local authority that refused your application or revoked your licence and the reasons for that decision.

Are you registered as a waste carrier? (please tick)

Yes  No

If 'yes' please provide your carrier's registration number:

**SECTION 3 TO BE COMPLETED IF APPLYING FOR A SITE LICENCE**

N.B A site licence authorises the licensee to carry on business at a site in the authority's area. You can apply to licence multiple sites using this form.

**Details of prospective licence holder**

Title (please tick): Mr  Mrs  Miss  Ms  Other

Date of Birth:

Full Name:

Position / Role in the business:

I attach a Basic Disclosure Certificate issued for the applicant by the Disclosure and Barring Service.

Yes  No

If you do not provide a disclosure certificate your application may be delayed or rejected.

Have you resided outside the UK in the last 5 years?

Yes  No

**Contact details** (we will use your business address to correspond with you unless you indicate we should use your home address)

**Business Address**

Head office name or house name or number

First line of address

Town / City

Postcode

Daytime Telephone Number

Mobile Telephone Number

Email Address

**Home Address PLEASE NOTE YOU MUST STILL PROVIDE US WITH YOUR HOME ADDRESS EVEN IF YOU DO NOT WISH IT TO BE USED FOR CORRESPONDANCE**

House name or number

First line of address

Town / City

Postcode

Daytime Telephone Number

Mobile Telephone Number

Email Address

**Site Details**

Please list the details for each site where you propose to carry on business as a scrap metal dealer in this local authority area. If you operate more than two sites in the area please provide details for each site on a continuation sheet (N.B. If the applicant operates multiple sites within a licensing authority area, provision should be made for more than one site manager.)

**Full address of each site you intend to carry out business as a scrap metal dealer**

**Site manager(s) details if different from the applicant**

Site 1

Name or Number

First line of address

Town / City

Postcode

Telephone Number

Email address

Website address

Name

House name or number

First line of address

Town / City

Postcode

Date of Birth

**Basic Disclosure Certificate attached**

Yes  No

<p>Site 2</p> <p>Name or Number</p> <p>First line of address</p> <p>Town / City</p> <p>Postcode</p> <p>Telephone Number</p> <p>Email address</p> <p>Website address</p>	<p>Name</p> <p>House name or number</p> <p>First line of address</p> <p>Town / City</p> <p>Postcode</p> <p>Date of Birth</p> <p><b>Basic Disclosure Certificate attached</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
---	--

**Partnerships** (If you applying as a partnership, please provide the following details in respect of each partner – where there are more than two partners then please use a continuation sheet.

<p>Full name</p> <p>Date of Birth</p> <p>Residential address</p> <p><b>Basic Disclosure Certificate attached</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Full name</p> <p>Date of Birth</p> <p>Residential address</p> <p><b>Basic Disclosure Certificate attached</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
--	--

**Companies** - If you are applying as a company please provide the details set out below about the company

<p>Company name</p> <p>Registration number</p> <p>Address of the registered office</p>
--

Please provide the following details for each director(s), shadow director(s) and company secretary where these are different from the applicant and site manager(s) - where necessary please use a continuation sheet.

Role	Role
Name	Name
Date of Birth	Date of Birth
House name or number	House name or number
First line of address	First line of address
Town / City	Town / City
Postcode	Postcode
<b>Basic Disclosure Certificate attached</b>	<b>Basic Disclosure Certificate attached</b>
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please provide details of any site in the area of any other local authority at which the applicant carries on business as a scrap metal dealer or proposes to do so.

Address

Postcode

Please name the local authority which has licensed this site, or to whom applications have been made if before commencement of the Scrap Metal Dealers Act 2013.

*Only applicable to sites established after 1 November 1990*

Do you have planning permission (please tick)

Yes  No

What year did this site begin trading as a Scrap Metal Yard?

**SECTION 4 TO BE COMPLETED IF APPLYING FOR A COLLECTOR'S LICENCE**

N.B. – A collector's licence authorises the licensee to carry out business as a mobile collector in the authority's area only.

**Details of prospective licence holder**

Title (please tick): Mr  Mrs  Miss  Ms  Other

Date of Birth:

Full Name:

I attach a Basic Disclosure Certificate issued for the applicant by the Disclosure and Barring Service.

Yes  No

If you do not provide a disclosure certificate your application may be delayed or rejected.

Have you or any other persons named in your application resided outside the UK in the last 5 years?

Yes  No

**Contact details** (we will use your business address to correspond with you unless you indicate we should use your home address)

**Business Address**

Head office name or house name or number

First line of address

Town / City

Postcode

Daytime Telephone Number

Mobile Telephone Number

Email Address

**Home Address PLEASE NOTE YOU MUST STILL PROVIDE US WITH YOUR HOME ADDRESS EVEN IF YOU DO NOT WISH IT TO BE USED FOR CORRESPONDANCE**

House name or number

First line of address

Town / City

Postcode

Daytime Telephone Number

Mobile Telephone Number

Email Address

Where will scrap metal that has been purchased be stored before further disposal?

House name or number

First line of address

Town / City

Postcode

Will not be stored

Vehicle Registration Number  
*(Please use a separate sheet if you wish to register more than one vehicle)*

Make

Model

Colour

Tax Class

Insurance Company

Insurance Policy Number

Environment Agency Waste Carriers  
Licence Number

Your Vehicle registration documents (V5 log book & MOT), Insurance Certificate and Waste Carriers Licence will be required to be submitted along with your application.

A passport size photograph is required to be submitted by an applicant for a collector's licence. **Please see notes attached at Section 4 regarding specific requirements for providing a photograph.**

**SECTION 5 MOTOR SALVAGE (For all applicants)**

Will your business consist of acting as a motor salvage operator? This is defined as a business that:

- Wholly or in part recovers salvageable parts from motor vehicles for re-use or re-sale, and then sells the rest of the vehicle for scrap;
- Wholly or mainly involves buying written-off vehicles and then repairing and selling them off; and,
- Wholly or mainly buys or sells motor vehicles for the purpose of salvaging parts from them or repairing them and selling them off.

(please tick)

Yes  No

**SECTION 6 BANK ACCOUNTS THAT WILL BE USED FOR PAYMENTS TO SUPPLIERS (For all applicants)**

Please provide details of the bank account(s) that will be used to make payment to suppliers, in accordance with s12 of the Scrap Metal Dealers Act 2013. If more than two bank accounts will be used, please use a continuation sheet.

Account Name

Account Name

Sort Code

Sort Code

Account Number

Account Number

**SECTION 7 PAYMENT (For all applicants)**

There is a fee payable to apply for a licence. Details of the fees payable can be found on our website at:-

[www.wigan.gov.uk/Business/Licensing-Permits-Registrations/Other-licensing-fees.aspx](http://www.wigan.gov.uk/Business/Licensing-Permits-Registrations/Other-licensing-fees.aspx)

Please note that we can only accept payment by credit / debit card.

Applications will not be accepted unless the correct fee has been paid. All payments must be made in person.

**SECTION 8 CRIMINAL CONVICTIONS (For all applicants)**

Have you, any listed partners, any listed directors, or any listed site manager(s) in this application ever been convicted of a relevant offence or been the subject of any relevant enforcement action? (Please see attached for a list of relevant offences).

Yes  No



If 'yes' you must provide details for each conviction, the date of the conviction, the name and location of the convicting court, offence of which you were convicted and the sentence imposed. Please use a continuation sheet if necessary.

### **SECTION 9 DECLARATION (For all applicants)**

The information contained in this form is true and accurate to the best of my knowledge and belief. I understand that if I make a material statement knowing it to be false, or if I recklessly make a material statement which is false, I will be committing an offence under Schedule 1 Para 5 of the Scrap Metal Dealers Act 2013, for which I may be prosecuted, and if convicted, fined.

I understand that the local authority to whom I make my application may consult other agencies about my suitability to be licensed as a scrap metal dealer, as per section 3(7) of the Scrap Metal Dealers Act 2013, and that those other agencies may include other local authorities, the Environment Agency and the Police.

I understand that the purpose of the sharing of this data is to form a full assessment of my suitability to be licensed as a scrap metal dealer. I also understand that the sharing of information about me may extend to sensitive personal data, such as data about any previous criminal offences. Some details will also be displayed on a national register, as required by the Scrap Metal Dealers Act 2013. I hereby expressly consent to this processing of my data and display of relevant information on the public register.

Signed ..... Date .....

Details of how to submit your application can be found at Section 11 of the guidance notes at the back of this application. Please submit the following with your application:

- Basic Disclosure Certificate (original copy) – please note that where applications are being made on behalf of a company, all directors, secretaries and site managers are required to submit a Basic Disclosure
- Relevant Fee – details of the required fee can be found at:  
[www.wigan.gov.uk/Business/Licensing-Permits-Registrations/Other-licensing-fees.aspx](http://www.wigan.gov.uk/Business/Licensing-Permits-Registrations/Other-licensing-fees.aspx)
- Photographic ID for each person required such as driving licence or passport
- Evidence of address, e.g. bank statement, council tax form
- Evidence of bank account details - see Section 6 of the application form

#### **Additional requirements for Collectors Licences:-**

- For collectors licences we require you to supply a passport size photograph duly signed on the back. Please see specific requirements regarding the supply of a photograph in the notes at Section 4 attached.
- For collectors licences we require your vehicle registration documents (V5 log book & MOT), insurance certificate and waste carriers licence.
- Details of any collectors directly employed by you as part of your business.

## Application for a Scrap Metal Licence

### Additional Information for a Collectors Licence Application

#### Employed Collectors

Whilst there is no requirement for other collectors directly employed by a collectors licence holder to obtain their own licence, for the purpose of the council's records it is necessary to have the details of such persons. Therefore, if you do directly employ other collectors as part of your business then you are required to provide **a list of the FULL names and addresses of all such persons** along with your completed application form.

Name	Address (including Postcode)	Date of Birth

# Application for a Scrap Metal Licence

## Guidance notes to assist in completing the application form

If you need more assistance in completing the form please email details of your query to the Licensing Section at [licensing@wigan.gov.uk](mailto:licensing@wigan.gov.uk).

### Section 1 – For everyone

This section asks if you are applying for a collectors licence or a site licence. You may only apply for one type of licence in each council area, but you can apply to run multiple sites.

A **site licence** authorises the licence holder to carry on business at any site in the council's area which is identified in the licence (section 2 (3) of the Act). A site licence holder can transport scrap metal from third party businesses by arrangement from any other local council area providing it is in the course of the business from that site. A site licence holder cannot regularly engage in collecting waste materials and old, broken, worn out or defaced articles by means of visits from door to door in the area they are licensed or elsewhere, as this would constitute carrying on a business as a mobile collector. It would be acceptable to collect by arrangement, for instance where a motor salvage operator is asked to transport a damaged vehicle from an address to their site. It is not possible to hold both a mobile collector's licence and a site licence from the same council (section 2 ((9) of the Act).

If a site licence holder uses self-employed mobile collectors to collect scrap metal which will be processed by the site, each collector would need a mobile collector's licence.

A **collectors licence** authorises the licensee to carry on business as a mobile collector in the licensing council's area only (section 2 (5) of the Act). A separate collector's licence is needed for each council area that a mobile collector collects scrap metal. A mobile collector can dispose or sell scrap metal in any local council area regardless of whether a collector's licence is held for that area.

A mobile collector will need a licence to buy or sell any scrap metal collected. Even if the material is provided free of charge, a licence is required in order to sell it on. The definition of a scrap metal dealer includes any person who "carries on a business which consists wholly or partly in buying **or** selling scrap metal" (section 21(2) (a) of the Act).

A mobile collector's licence will cover any employees working for that business (please see notes in section 4 regarding employed collectors). If they are not employed directly by that mobile collector's business and are self-employed, they will need their own collector's licence even if they are collecting metal from the same van as a person who has a mobile collector's licence.

### Section 2 – For everyone

In order to carry on your business you may need to hold other environmental permits or licences that we should know about. For instance, if you carry waste as part of your business it is a legal requirement to register as a waste carrier. This includes transporting waste while travelling from job to job, to a storage place for disposal later, or to a waste disposal company or waste site. For more information on this, or to register call: 03708 506506 or visit [www.environment-agency.gov.uk/wastecarriers](http://www.environment-agency.gov.uk/wastecarriers).

This section also asks for details of any other scrap metal licences you hold. Please make sure you include the licence number so that we can check this against the national register.

### Section 3 – For site licences

Complete this section if you want a **site licence**. It should be filled out in the name of the person who will hold the scrap metal dealers licence. As well as details about you and your business, we will also need details of any directors or partners involved in the business including their home address. We also need to know the address of site or sites you want the licence for,

as well as the details of each site manager responsible for that site. These details are required by law and also so that you can be contacted if there are any problems.

You and every person listed on the application form needs to submit a Basic Disclosure Certificate issued by the Disclosure and Barring Service. You can apply for this certificate at [www.gov.uk/request-copy-criminal-record](http://www.gov.uk/request-copy-criminal-record)

This is because the Home Office has decided that you and any person listed on the application need to tell the council if you have been convicted of certain crimes. Possessing a conviction may not automatically prevent you from having a licence if the offence was unrelated to being a scrap metal dealer or a long time ago, and you can convince the council that you are a suitable person.

A Basic Disclosure Certificate is considered to be only valid for a limited time, but can be used to apply to as many councils as you want within that time. Typically, three months is the longest that you can expect your check to be considered valid.

There is not much space on the form, so if you need to list more than one site manager, director or partner then please continue on a separate piece of paper setting out the details in the same way as the form.

A **site manager** is the person who will be in charge of the site on a daily basis. You will probably need a different site manager for each site on the licence.

A **director** or **partner** is someone who has or shares legal responsibility for the operation of the company, including filing returns at Companies House.

We also want to know if you operate or propose to operate a site in another local authority area, along with details of this site, the council which has licensed it or to whom you have applied for a licence.

If your site(s) were established after 1990, then you are required to have planning permission from the council. You will need to tell us if this is the case, and it will be checked with the council planning department.

#### **Section 4 – For a collectors licence**

Fill out this section if you want a **collectors licence**. It should be filled out in the name of the person who will hold the scrap metal dealers licence. You are asked to provide contact details, including the place where you live, so that the council can get in touch with you if necessary.

You need to submit a Basic Disclosure Certificate issued by the Disclosure and Barring Service along with the application form. You can apply for this certificate at [www.gov.uk/request-copy-criminal-record](http://www.gov.uk/request-copy-criminal-record)

This is because the Home Office has decided that you need to tell the council if you have been convicted of certain crimes. Possessing a conviction may not automatically prevent you from having a licence if the offence was unrelated to being a scrap metal dealer or it was a long time ago, and you can convince the council that you are a suitable person.

A Basic Disclosure Certificate is considered to be only valid for a limited time, but can be used to apply to as many councils as you want within that time. Typically, three months is the longest that you can expect your check to be considered valid.

We also ask for the place where you will store any collected scrap metal before taking it to a licensed site to dispose of it. Note that you are not allowed to sell or buy metal at this storage site and doing so is an offence.

You will need to ensure that all your vehicles are roadworthy and are properly taxed, insured and otherwise meet the legal requirements to be on the road.

### **Requirement to supply passport size photograph**

All applicants are required to supply a passport size photograph of themselves without headgear (except where headgear is worn as part of a religious belief).

A person who has known you for not less than two years and is not a member of your family must endorse the photograph at the rear. The endorsement shall be as follows:

**“I (insert name and address) certify that this photograph is a true likeness of (insert name of applicant)” then sign and date.**

### **Requirement to supply details of all employed collectors**

Whilst there is no requirement for other collectors directly employed by a collectors licence holder to obtain their own licence, for the purpose of the council's records it is necessary to have the details of such persons. Therefore, if you do directly employ other collectors you are required to provide **a list of the FULL names and addresses of all such persons** along with your completed application form.

### **Section 5 – Motor salvage operator**

This section asks if you will be salvaging motor vehicles as part of your work. The Scrap Metal Dealers Act 2013 brings together the Scrap Metal Dealers Act 1964 together with Part 1 of the Vehicles (Crime) Act 2001, which means you now only need a scrap metal dealers licence.

### **Section 6 – Bank accounts that will be used for payments to suppliers**

This section asks you for the bank details which you will use to pay people for the scrap metal you receive or sell. This is to check that you are not selling the metal for cash, which is illegal. These details will be kept securely by the council.

### **Section 7 – Payment**

There is a fee payable to apply for a licence. The fee varies from council to council as it reflects their costs of processing the form and checking that people are doing what the licence requires.

Details of the fees payable are available online at:

[www.wigan.gov.uk/Business/Licensing-Permits-Registrations/Other-licensing-fees.aspx](http://www.wigan.gov.uk/Business/Licensing-Permits-Registrations/Other-licensing-fees.aspx)

Please note that we can only accept payment by credit / debit card.

Applications will not be accepted unless the correct fee has been paid. All payments must be made in person.

### **Section 8 – Criminal Convictions**

This section asks you to set out any relevant convictions or enforcement activity that has been undertaken against you by the Environment Agency. It is an offence under the Scrap Metal Dealers Act 2013 to make or recklessly make a false statement. The information listed here will be checked against the Basic Disclosure Certificate issued by the Disclosure and Barring Service that you are required to submit with the application, along with information retained by the Police and the Environment Agency.

### **Section 9 – Declaration**

The person who will hold the scrap metal dealers licence needs to sign and date the declaration, as do the other people named on the form. This section also explains that the council has to share some of these details with the Police, Environment Agency when checking whether the applicant(s) is a suitable person to hold a licence. Some of the information will also be displayed on a public register.

## **Section 10 - Relevant Offences**

- An offence under section 1, 5, or 7 of the Control of Pollution (Amendment) Act 1989.
- An offence under section 170 or 170B of the Customs and Excise Management Act 1979(5), where the specific offence concerned relates to scrap metal.
- An offence under section 110 of the Environment Act 1995.
- An offence under sections 33, 34 or 34B of the Environmental Protection Act 1990.
- An offence under section 9 of the Food and Environment Protection Act 1985.
- An offence under section 1 of the Fraud Act 2006(9), where the specific offence concerned relates to scrap metal, or is an environment-related offence.
- An offence under section 146 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012.
- An offence under sections 327, 328 or 330 to 332 of the Proceeds of Crime Act 2002.
- Any offence under the Scrap Metal Dealers Act 1964.
- Any offence under the Scrap Metal Dealers Act 2013.
- An offence under sections 1, 8,9,10, 11, 17, 18, 22 or 25 of the Theft Act 1968(13), where the specific offence concerned relates to scrap metal, or is an environment-related offence.
- Any offence under Part 1 of the Vehicles (Crime) Act 2001.
- An offence under sections 85, 202, or 206 of the Water Resources Act 1991.
- An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2007.
- An offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2010.
- Any offence under the Hazardous Waste (England and Wales) Regulations 2005.
- Any offence under the Hazardous Waste (Wales) Regulations 2005.
- An offence under regulation 17(1) of the Landfill (England and Wales) Regulations 2002.
- Any offence under the Pollution Prevention and Control (England and Wales) Regulations 2000.
- Any offence under the Producer Responsibility (Packaging Waste) Regulations 2007.
- Any offence under the Transfrontier Shipment of Waste Regulations 1994.
- Any offence under the Transfrontier Shipment of Waste Regulations 2007.
- Any offence under the Waste (Electrical and Electronic Equipment) Regulations 2006.
- An offence under regulation 42 of the Waste (England and Wales) Regulations 2011.

## **Section 11 – How to make an application**

Please complete this application form in full, and ensure that all sections are completed (failure to do this may result in your application being returned).

When you have completed the form, you will need to make an appointment, which should now be made online via: [www.wigan.gov.uk](http://www.wigan.gov.uk)

On our main page type 'Scrap Metal' in the search box. In the search results select 'Scrap Metal Dealers'. On this page there will be a link to book your appointment.

To book the appointment, complete the following:

- Licence: Select 'Other'
- Licence Type: Select 'Other'
- Reason Select 'Other'
- In Notes type 'Scrap Metal Licence'

Once your appointment has been made you will need to take your application and relevant documentation to the Licensing Desk at the Wigan Life Centre, The Wiend, Wigan, WN1 1NH.